



Internal Revenue Service
Constellation Centre
6009 Oxon Hill Road, Oxon Hill, Maryland 20745
Phone: (202) 283-1292

COURSE REGISTRATION FORM

To Register: Complete all information and have your supervisor sign form. Completed form can either be mailed to TAI at the address above, faxed to (202) 283-1130 or emailed to Donald.I.Guy@irs.gov. If emailing, please use an Adobe PDF document that shows the supervisor's approval (signature) on the course registration form. **PLEASE TYPE or PRINT NEATLY**

NAME: _____

>> EMAIL ADDRESS: _____ <<

TITLE: _____ SERIES/GRADE: _____ SEID: _____

WORK PHONE #: _____ HOME PHONE #: _____

FAX PHONE #: _____

In case of emergency, please notify: _____ (Name/Number)

SUPERVISOR'S NAME/PHONE #: _____

>> SUPERVISOR'S SIGNATURE: _____ <<

DEPARTMENT (i.e. Treasury): _____




AGENCY (i.e. IRS): _____

OFFICE SYMBOLS (i.e. OS:A:P:P:TAI): _____

TRAINING COORDINATOR'S EMAIL ADDRESS: _____

COURSE TITLE: _____

DATE OF COURSE: _____ ALTERNATE DATE IF CLASS IS FULL: _____

<p><u>CONFIRMATION INFORMATION</u> (For TAI Staff Use Only)</p> <p>The following information has been confirmed for your class unless otherwise notified by a member of the TAI Staff</p> <p><u>Course Time</u></p> <p>8:30 am to 4:00 pm</p> <p><u>Course Location</u></p> <p>TAI, Constellation Centre, Oxon Hill, MD</p> <table> <tr> <td>1st Floor</td> <td>7th Floor</td> </tr> <tr> <td><input type="checkbox"/> Room 103</td> <td><input type="checkbox"/> Room 725B</td> </tr> <tr> <td><input type="checkbox"/> Room 104</td> <td><input type="checkbox"/> Room 726A</td> </tr> <tr> <td><input type="checkbox"/> Room 110</td> <td></td> </tr> </table> <p><u>Location is subject to change</u></p> <p>TAI Staff Approval _____</p>	1st Floor	7th Floor	<input type="checkbox"/> Room 103	<input type="checkbox"/> Room 725B	<input type="checkbox"/> Room 104	<input type="checkbox"/> Room 726A	<input type="checkbox"/> Room 110		<p><u>TAI STAFF</u></p> <table> <tr> <td>Nick Nayak, Ph.D. Program Manager (202) 283-0983</td> <td>M. Sylvia Ball Assistant Program Manager (202) 283-1675</td> <td>Jodi Stark Assistant Program Manager (202) 283-6970</td> </tr> <tr> <td>Shonda Yates, CBA Business Operations Specialist (202) 283-1372</td> <td></td> <td>Donald Guy Business Operations Specialist (202) 283-1292</td> </tr> <tr> <td>Alan Monico, Jr. Contract Specialist (202) 283-1442</td> <td>Jerome Ellis Business Operations Specialist (202) 283-7036</td> <td>Willie Mincey Management Analyst (202) 283-1422</td> </tr> </table> <table> <tr> <td data-bbox="609 1533 958 2001"> <p><u>TAI Cancellation Policy</u></p>  <p>If TAI has to cancel a course for administrative reasons, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.</p> </td> <td data-bbox="958 1533 1258 2001"> <p><u>Student Withdrawal Policy</u></p> <p>If you are unable to attend a class, please send us a note with your supervisor's signature two weeks before the class start date.</p> <p>No shows will result in agency being charged for course.</p> </td> <td data-bbox="1258 1533 1567 2001"> <p><u>Reasonable Accommodations</u></p> <p>If you have special needs (i.e. interpreter), please list them here:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> </td> </tr> </table>	Nick Nayak, Ph.D. Program Manager (202) 283-0983	M. Sylvia Ball Assistant Program Manager (202) 283-1675	Jodi Stark Assistant Program Manager (202) 283-6970	Shonda Yates, CBA Business Operations Specialist (202) 283-1372		Donald Guy Business Operations Specialist (202) 283-1292	Alan Monico, Jr. Contract Specialist (202) 283-1442	Jerome Ellis Business Operations Specialist (202) 283-7036	Willie Mincey Management Analyst (202) 283-1422	<p><u>TAI Cancellation Policy</u></p>  <p>If TAI has to cancel a course for administrative reasons, we will make every effort to notify all confirmed participants. When we contact you, we will be happy to discuss enrolling you in a future session.</p>	<p><u>Student Withdrawal Policy</u></p> <p>If you are unable to attend a class, please send us a note with your supervisor's signature two weeks before the class start date.</p> <p>No shows will result in agency being charged for course.</p>	<p><u>Reasonable Accommodations</u></p> <p>If you have special needs (i.e. interpreter), please list them here:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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